



## The Audit Perspective

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### Tableau Budget Report

Tableau provides users with a feature-rich experience, more dynamic than what was offered in the previous Analytics reports. It is also a real-time report, which means if a financial posting takes place in SAP and the report is refreshed, the most up-to-date information, including the new posting, will be displayed.



Tableau gives employees the ability to view a Budget Report Summary, Budget Details, Commitment Details, Actuals Details, Payroll Details, and view a Ledger of Postings of all account activity that was designed to resemble a checkbook register. Tableau gives you the ability to download any report as an image, PDF, or Excel spreadsheet to make reconciliation easier. Tableau also allows employees who manage multiple accounts to view more than one account at a time.

The Tableau Budget Report was rolled out in early 2017, and the Budget Control System (BCS) reports were retired on February 17. For more information, see the [article](#) in TECHNews. If you missed the training opportunities offered by the Office of Accounting there is an [End User Guide](#) available.

Access to Analytics through myOleMiss (including the Tableau Budget Report) is automatically granted for signatory officers. If unable to access Analytics, complete the [Web Application Access Form](#). If you encounter any issues with access or data within the reports, please contact [sap@olemiss.edu](mailto:sap@olemiss.edu) for assistance.

*Note: The Tableau Budget Report currently does not contain data for sponsored programs. The GM Departmental tab in Analytics should continue to be used for these accounts.*

## Training



### ***Internal Audit Account Reconciliation Training:***

The Office of Internal Audit will be offering a brand new training session on account reconciliation beginning on April 19<sup>th</sup> from 10:30am- 11:30am at Insight Park, 1<sup>st</sup> Floor Seminar Room (East End). In this class, employees will learn how to perform monthly account reconciliations on revenue and expenditures (including payroll) in order to stay compliant with the [Responsibilities of Signatory Officers Policy](#). This class is designed for signatory officers as well as other employees who have been delegated the responsibility for reconciling departmental accounts. To register, go to our [website](#). Look for more training dates to be scheduled soon.

**Pre-Requisites:** If you plan to use SAP reports for your reconciliation process, SAP Payroll Detail Reports and SAP Reports II (see below) are pre-requisites for this training class (they will cover how to run reports in SAP needed for account reconciliation). If you plan to use the new Tableau Budget Report for your reconciliation process instead of SAP, we recommend you either attend the Tableau Budget Report training or review the [End User Guide for Tableau](#) (see additional information below) prior to attending this class.

### ***SAP Training:***

SAP training courses are offered on how to run and download the reports that are needed for monthly reconciliation. We ***STRONGLY*** recommend those that intend to use SAP reports for their reconciliation process attend the following training sessions:

1. SAP Payroll Detail Reports
2. SAP Reports II- Budgets and Line Items

To register for these SAP training classes, click [here](#).

### ***Tableau Budget Report Training:***

If you plan to use the Tableau Budget Report for your reconciliation process instead of SAP, we recommend you be familiar with Tableau prior to attending the account reconciliation training. Tableau Budget Report training was offered when Tableau was first rolled out in early 2017. If you missed the initial training opportunities, there is an [End User Guide](#) available to help first-time users of the report. For those who would like extra help getting started, hands-on sessions for training can be scheduled on an appointment basis. Please email [sap@olemiss.edu](mailto:sap@olemiss.edu) to schedule a session.



## **Account Reconciliation Procedures**

*Note: We are republishing the Account Reconciliation Procedures in this newsletter to include information on how to use Analytics and the new Tableau Budget Report in the account reconciliation process.*

Signatory officers are ultimately responsible for all activity on accounts for which they have signatory authority. Reviewing account activity/reconciling is a vital part of ensuring accurate and appropriate expenditures and revenues.



Reconciliations are a comparison of transaction documentation (i.e. cash reports, GL transfers, invoices, timesheets, etc.) to SAP. The below procedures are recommended for reconciling departmental accounts:

1. **Account activity must be reconciled at least monthly to ensure transactions are appropriate and accurate.** In order to obtain the information needed for monthly reconciliations, run the following reports from SAP:
  - a. **Budget, expenditures, and available budget (i.e. budget to actual).** In addition to ensuring the completeness, accuracy, and appropriateness of revenues and expenditures being reported (see b. below), the reconciliation process should also include a comparison of actual revenues and expenditures to budgeted revenues and expenditures to ensure that overspending does not occur. Detailed instructions on how to run this report are included [below](#).
  - b. **Revenue and expenditure line item detail.** To ensure the completeness, accuracy, and appropriateness (i.e. in compliance with policies and any external agency requirements) of revenues and expenditures being reported, revenue and expenditure detail must be reviewed. Specifically:
    - i. Each expenditure should be reconciled to purchase documentation (i.e. copies of receipts/invoices included with procurement card purchases, Request for Payments, GL documents/transfers, invoices related to purchase requisitions, etc.) to ensure all expenditures are correct.
    - ii. Each revenue item should be reconciled to deposit and/or transfer documentation (i.e. cash reports, credit card transactions, GL documents/transfers, etc.) to ensure all revenue has posted to your account.
    - iii. Notes regarding exceptions, resolutions, follow-up requirements, etc. may be made on the reconciliation.

Detailed instructions on how to run this report are included [below](#).

- c. [Detailed payroll expenditures](#). Because the detailed revenue and expenditure report (see b. above) only includes *totals* for payroll entries and does not include specific employee names and totals by employee, you must also review detailed payroll expenditures that are charged to your account to ensure accuracy. Detailed instructions on how to run this report are included [below](#).

*Note 1: All reports above should be run the 10<sup>th</sup> of the following month or later to ensure all account activity for the previous month is posted.*

*Note 2: The duties for reconciling accounts may be delegated to another employee by the signatory officer; however, if that responsibility has been delegated, the signatory officer must review the reconciliation, and the review should be documented (i.e. initials and date). The employee performing the reconciliation should also initial and date as preparer. See #2 below.*

*Note 3: The oversight and control value of account reconciliation is greatly enhanced when performed by an employee who is independent of the processing of cash receipts/revenue and expenditure transactions. Therefore, it is recommended the duties of account reconciliation be separated, if possible, from the duties of processing cash receipts/revenues and expenditures.*

2. **Reports must be reviewed and approved by the signatory officer at least monthly to ensure transactions are appropriate and accurate.**

All reviews must be documented to provide evidence account transactions have been reviewed for completeness, accuracy, and appropriateness (i.e. in compliance with policies and any external agency requirements) in a timely manner, and discrepancies have been detected, reported, and corrected. Documentation of reviews should be in the form of initials and date.

3. **Reconciliation documentation must be retained for a minimum of 3 fiscal years; the period may be longer if required by an external funding agency.**

Documentation of the reconciliation and the review and approval may be retained electronically (i.e. initials and date at the top of the spreadsheet or scan hard copy with initials and date) or via hard copy. If retaining the reconciliations electronically, the department must have adequate backup procedures in place to prevent losing the data.



*Note: For questions regarding document retention periods, please refer to the [Records Retention Policy](#); however, you may also find a listing of [commonly asked about retention periods](#) on our website.*

## Instructions for Running Monthly Reconciliation Reports

Detailed instructions on running reports needed for monthly reconciliation (from either SAP or Analytics through myOleMiss) are outlined below:

### 1. **Budget, Expenditures, and Available Budget (i.e. Budget to Actual)**

For an overview of your budget, which includes your current budget, commitments, actuals, and available budget use one of the following options:



#### **Option 1-In SAP:**

- a. For accounts beginning with 35, 36, 38, 402, 61 or 702, use transaction code ZGM\_REPORTS. This transaction code will give you the same information as the Y\_DEV\_28000111 (see b. below), but for the new grant accounts. To access the quick reference guide for this and other Grants Management transactions and for additional information on Grants Management, click [here](#).

**OR**

- b. For all accounts **other** than those beginning with 35, 36, 38, 402, 61 or 702, use transaction code Y\_DEV\_28000111.
  - i. You must first know your fund and fund center to run the report. You can obtain this by using SAP transaction code ZPC\_ASSIGN. For detailed instructions on the ZPC\_ASSIGN transaction code, click [here](#).
  - ii. Using the information obtained in i. above, run the Y\_DEV\_28000111 report. For detailed instructions on how to run transaction code Y\_DEV\_28000111, click [here](#).

*Tip: If you drill down on the current budget amount for a particular category, it will indicate how much of your available budget is from carry forward.*

#### **Option 2- In Analytics through myOleMiss:**

- a. For accounts beginning with 35, 36, 38, 402, 61 or 702, go to the GM Departmental>Grant Summary for Department. This report will give you the same information as b. below, but for the new grant accounts.



**OR**

- b. For all accounts **other** than those beginning with 35, 36, 38, 402, 61 or 702, go to the Budget Control System Tab>Tableau – Budget Report – Non GM Funds.

Detailed instructions for entering variables into Tableau can be found on pages 3-5 in the [End User Manual](#).

*Tip: You can view multiple profit centers if you manage multiple accounts for your department.*

## 2. Revenue and Expenditure Line Item Detail

To download revenue and expenditure line item detail needed to reconcile each revenue and expenditure item to your account, you may use one of the following:

### Option 1- In SAP:

- a. Use transaction code KE5Z.
- b. Enter a profit center and a period.
- c. Export the line item detail to Excel and add a notes column to keep up with anything that needs follow-up.



You can use this transaction code for all accounts (including new grant accounts). Detailed instructions for running transaction KE5Z in SAP can be found [here](#).

### Option 2-In Analytics through myOleMiss:

- a. For accounts beginning with 35, 36, 38, 402, 61 or 702, go to the GM Departmental tab>Grant Summary for Department. You may either print or copy to clipboard. Specifically:
  - i. If you choose to print the complete listing of profit center activity, you may use this for reconciliation documentation. You may initial and date evidencing review and approval and either save a hard copy for departmental documentation or scan and save an electronic version.  
**OR**
  - ii. You may copy the information to the clipboard. Then, open Excel and paste the account activity into Excel. It will import the lines that include the total for each GL Account and total for each category. You may initial and date on the spreadsheet to evidence review and approval.

**OR**

- b. For all accounts ***other*** than those beginning with 35, 36, 38, 402, 61 or 702, go to the Budget Control System Tab>Tableau – Budget Report – Non GM Funds.
  - i. You can obtain expense detail by entering the profit center and fiscal year and then clicking on the Actuals Details tab.
  - ii. You may download the data by clicking on Download in the top right hand corner, choose Data, click on the Full Data tab, and click on Download all rows as a text file. This will download an Excel Spreadsheet. You can add a notes column to keep up with anything that needs follow-up. You may initial and date on the spreadsheet to evidence review and approval.

Detailed instructions for downloading reports from Tableau can be found on pages 11-13 in the [End User Manual](#).

### 3. Detailed Payroll Expenditures

To download detailed payroll expenditures charged to your account, use one of the following:

#### Option 1- In SAP:

- a. Use transaction code ZPAYREPORTS\_ALV.
- b. Enter a specific employee number or a profit center. Date ranges can also be used.
- c. Export the line item detail to Excel and add a notes column to keep up with anything that needs follow-up.



Detailed instructions for running transaction ZPAYREPORTS\_ALV in SAP can be found [here](#).

#### Option 2- In Analytics through myOleMiss:

- a. For accounts beginning with 35, 36, 38, 402, 61 or 702, go to the GM Departmental tab> Payroll Details Report.

Click on the export to Excel option and it will open in Excel. Go to file, save as. It will automatically want to save it as a webpage; however, you may change it to an Excel workbook before you save. This will allow you to add notes as needed.

**OR**

- b. For all accounts ***other*** than those beginning with 35, 36, 38, 402, 61 or 702, go to the Budget Control System Tab>Tableau – Budget Report – Non GM Funds. Once you run the report for the correct account, you may click the Payroll Details tab at the top of the report. The same instructions apply as above for downloading the information.

## **Updated Policies**

The University of Mississippi [Policy Directory](#) is a central location for accessing University policies. Over the past 30 days the following policy has been updated:

- **Wireless Network Policy** – A Security Plan has been added to the list of requirements on the Wireless Network Proposal Form.

## **Self-Assessment**

Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section. The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or [auditing@olemiss.edu](mailto:auditing@olemiss.edu).



*Thanks*

We hope you find the information in our newsletters useful. If you have any suggestions, questions, or feedback, please contact us at 662-915-7017 or [auditing@olemiss.edu](mailto:auditing@olemiss.edu). Feel free to share our newsletters with those in your department you feel would benefit. You can also visit our [website](#) for more helpful information.